



# Professional Development

## Providing Training for State Purchasing Professionals

### Quick Facts

**LENGTH**  
1 day

**CONTACT  
HOURS**  
6

**START TIME**  
9:00 AM

**END TIME**  
4:00 PM

### eQuote

#### Course Description:

The purpose of this training session is to help you understand the steps you follow to enter, evaluate and award an eQuote and the steps a vendor follows to enter a bid response to an eQuote.

This training will combine lecture and hands-on activities. It includes tutorial information on the use of eQuote

#### Audience:

- Professionals who post Request for Quotation (RFQ) solicitations that anticipate awards of \$5,000.00 or greater.
- Professionals with approved access to the Georgia Procurement Registry.

#### Objectives:

At the completion of this training course, you will be able to do the following:

- Locate the eQuote User's Guide and Vendor's Guide to eQuote
- Access the eQuote Menu through the Georgia Procurement Registry
- Post an eQuote
- Add vendors to the randomly selected vendor list using two methods
- List and perform 3 tasks that can be performed between the time an eQuote has been posted and the time the eQuote closes
- Evaluate an eQuote and make the award

#### Prerequisites:

- Introduction to State Purchasing or six (6) month performing public purchasing functions
- Fundamentals of State Purchasing

To register for this course, click this link: [Learning Management System \(LMS\)](#)